

# D I R E C T I O N S

by Barrington  
Shute

RELATING TO

ORDERS, INSTITUTIONS, LICENCES, &c.

*To the CLERGY of the Diocese of LANDAFF.*

REVEREND BRETHREN,

HAVING observed that many of those who are Candidates for Holy Orders, or who are appointed to Benefices, Curacies, Schools, &c. are at a Loss how to proceed in such Cases, and know not what Papers and Instruments are necessary; or in what Form they should be drawn up; it may be useful, and save you much Trouble and Inconvenience, if I give you a few Directions concerning such Matters.

## Directions with respect to Orders.

*The Papers which the Candidate must send to the Bishop are,*

1. A SIGNIFICATION of his Name and Place of Abode, with that of the nearest Post Town, and his Intention of offering himself for the Holy Order of Deacon or Priest.
  2. A Letter Testimonial of his good Life and Behaviour for the Three last Years, according to the Form here subjoined.
  3. A Certificate of his Age from the Register Book under the Hands of the Minister and Churchwardens of the Parish where he was born.
  4. The Title upon which he is to be ordained, according to the Form here subjoined.
  5. A Letter from the Minister, granting the Title, to the Bishop, assigning his Reasons for wanting a Curate.
  6. A Certificate of Publication having been made in the Church of the Parish where he resides, of his Intention to offer himself for Holy Orders, according to the Form here subjoined.
  7. If the Candidate comes for Priest's Orders, he must (besides sending all the foregoing Papers) bring with him, and exhibit to the Bishop his Letters of Deacon's Orders.
- N. B. If the Candidate remain on the Curacy which was his Title for Deacon's Orders, a Letter from his Rector or Vicar, attesting this, will be a sufficient Title. But if, since he was ordained Deacon, he has removed to another Cure, a fresh Title in the usual Form is necessary.

FORMS REFERRED TO IN THE FOREGOING DIRECTIONS.

## Form of a Letter Testimonial for Orders.

*To the Right Reverend Father in God, SHUTE, by Divine Permission, Lord Bishop of Landaff.*

WHEREAS our Beloved in Christ, hath declared unto us his Intention of offering himself a Candidate for the Holy Order of \_\_\_\_\_ And for that End hath requested of us a Letter Testimonial of his Life and good Behaviour, We therefore whose Names are hereunto subscribed, do testify that we have personally known the Life and Behaviour of the said \_\_\_\_\_ for the Space of Three Years last past, and that he hath during that Time lived piously, soberly, and honestly, applied himself diligently to his Studies; and hath not at any Time (as far as we know or believe) maintained or written any Thing contrary to the Doctrine or Discipline of the Church of England. And, moreover, We do believe in our Consciences, that the said \_\_\_\_\_ is worthy

to be admitted to the Holy Order of  
of, we have hereunto set our Hands, this  
the Year of our Lord

In Testimony where-  
Day of in

N. B. If any One of the three Clergymen signing the Testimonial is not be-  
neficed in the Diocese of *Landaff*, the Testimonial must be counter-signed by  
the Bishop of the Diocese, in which that Clergyman resides.

### Form of a Title for Orders.

To the Right Reverend Father in God, *SHUTE*, by Divine Permission, Lord  
Bishop of *Landaff*.

THESE are to Certify your Lordship, that I, A. B. Rector (or Vicar)  
of in the County of and your Lordship's  
Diocese of *Landaff*; do hereby nominate and appoint C. D. to perform the  
Office of a Curate in my Church of aforesaid; and do promise  
to allow him the yearly Sum of for his Maintenance in the  
same. And to continue him to officiate in my said Church until he shall be  
otherwise provided of some Ecclesiastical Preferment, unless by Fault by him  
committed he shall be lawfully removed from the same. And I do solemnly  
declare that I do not fraudulently give this Certificate only to intitle the said  
to receive Holy Orders, but with a real Intention to employ  
him in my said Church according to what is before expressed, as witness my  
Hand this Day of in the Year of our Lord

### Form of a Certificate of Publication in the Church.

WHEREAS E. F. of this Parish intends to offer himself a Candidate  
for the holy Order of Deacons (or Priests) at the ensuing Ordination of the  
Lord Bishop of *Landaff*, at on the Day of  
next: This is to give Notice, that if any Person can shew sufficient Cause,  
just Impediment, or notable Crime, for which the said E. F. ought not to  
be admitted to that Holy Order, he may now declare the same, or give Notice  
thereof to the Bishop of *Landaff*.

The above Notice was publicly read in the Parish Church of  
in the County of during the Time of Divine Service, on  
Sunday the Day of 17 and no Objections were made.

Witnesses

{ Rector.  
Vicar.  
Curate.

{ Churchwardens.

These are the Instruments necessary for Orders, and they must be sent to  
the Bishop at least one Month before the Day of Ordination\*. If the Papers  
are not sent in time, it may be too late to correct any Mistakes which may  
be in them, and so the Candidate may be disappointed of his Ordination.

As I have observed with much Concern that too many come ill prepared  
for Examination, I will specify a few cheap and common Books, which I ex-  
pect every One to have read and digested well before he offers himself to me  
for Orders.

*Secker's Lectures on the Catechism.*

*Burnet on the Articles.*

*Burnet's Pastoral Care; especially Chap. IXth.*

*Grotius de Veritate.*

*Wheatley on the Common Prayer.*

*Owen's Directions to young Students in Divinity.*

*Percy's Key to the New Testament.*

*Hort's Instructions.*

*The four Gospels, and the Acts of the Apostles, in the original Greek, with  
some good Comment.*

To which I must add, *A frequent and careful Perusal of the Ordination  
Office.*

\* The Covers in which the Candidate's Papers are inclosed must not exceed two Ounces Weight.



All these are Books which may be very easily both obtained and understood. Every One will be able either to buy or borrow them. I mention them not as containing *all* the preparatory Knowledge that is requisite, but *the very lowest Degree* of it that can be admitted, even in those who have never been at any University. They who have Leisure, Opportunities and Abilities, and have the Advantage of an Academical Education, will not, I trust, content themselves with these very moderate Qualifications. But whoever is destitute of these, cannot, I am sure, be thought fit to undertake the Instruction of others in the Doctrines and Duties of revealed Religion; and therefore must not esteem himself hardly dealt with, if, after this plain and public Notice, he be refused Ordination.

The Canons require all Candidates for Deacons Orders to be twenty-three Years old; from which Rule I shall not depart, except in very particular Cases, of which I must be the Judge; but even in these I shall not ordain any younger than twenty-two Years and a Half.

I earnestly entreat all the Clergy of my Diocese to be very careful and conscientious in signing Testimonials, and not to consider them as mere Matters of Form; for they are in general the only Means of learning the moral Characters of the Persons who bring them; and if Bishops are misled in so material a Point, the Consequence to Religion must be very fatal, and the Guilt of those who deceive them very great.

As some Persons have offered themselves for Curacies who have never been ordained, and others with false Letters of Orders, I hope none of my Clergy will accept a Curate without first seeing and examining carefully his Letter of Orders.

### Directions for Institution.

#### *Before Institution.*

THE Presentation to be tendered to the Bishop, and left with him to be considered.

The Orders of Deacon and Priest to be exhibited to the Bishop, according to the 39th Canon.

A Testimonial of the good Life and Behaviour of the Person presented, according to the 39th Canon, and the Form here subjoined: And if he come out of another Diocese, then the Testimonial to be countersigned by the Bishop of the Diocese, or Ordinary of the Place from whence he comes.

#### *After Institution.*

IT is necessary for the Person instituted to compound for his first Fruits, at the Office of First Fruits; according to Stat. 26 Hen. VIII. C. 3. § 2. unless it be a Living that is discharged, either as being a Vicarage not exceeding £10. a Year; or a Parsonage not exceeding Ten Marks in the King's Books, and so discharged by 1 Eliz. C. 4. § 29. or as not exceeding £50. per Ann. clear Value, and discharged by Stat. 5 Anne, C. 24. § 1.

To carry the Mandate of Induction to the Person to whom it is directed; and after Induction to receive a Certificate from the Person who inducts.

To read the Common Prayer, and declare Assent and Consent within two Months next after actual Possession, according to Stat. 13, 14 Car. II. C. 4. § 6. unless dispensed with by the Ordinary upon some lawful Impediment; and in that Case within One Month after the Impediment is removed.

To make the Declaration in the Church, that he will conform to the Liturgy of the Church of England as it is now by Law established; and then to read the Certificate of his having subscribed it before the Bishop. These to be done within three Months after Institution.

To read the Thirty-Nine Articles, in the Time of Common Prayer, with Declaration of his unfeigned Assent thereto, within two Months after Induction. These two last Qualifications may also be dispensed with in the same Manner, according to Stat. 23 Geo. II. C. 28.

*Note.* It may be convenient to procure a Certificate from the Churchwardens; or other Inhabitants, of having performed all the fore-mentioned Things which are done in the Church; but there is no Law which requires such Certificate, nor need it be in any certain Form.

To take the Oath of Abjuration within three Months after Institution, either in One of the Courts in *Westminster Hall*, or at the General Quarter Sessions of the County, City, or Place where he shall reside.

### For a License to a Curacy.

A NOMINATION from the Incumbent; in which is to be expressed the Salary proposed to be allowed for serving the Cure.

The Curate must exhibit to the Bishop his Letters of Orders.

He must bring a Letter Testimonial from his College; or if he come not immediately from a College, then he must bring it from three neighbouring beneficed Clergymen where he has resided, if in the Bishop's own Diocese.

If he come from another Diocese, he must bring such Letter Testimonial countersigned by the Bishop of the Diocese, or Ordinary of the Place from whence he comes.

If it be a perpetual Curacy, within three Months after he is licensed, he must read in the Church the Declaration appointed by the Act of Uniformity, that he will conform to the Liturgy of the Church of *England* as it is now by Law established; and also the Certificate of his having subscribed it before the Bishop according to Stat. 13, 14 Car. II. C. 4. § 11.

### Concerning School-Masters.

No Person shall keep a School, or be a School-Master, except he shall first be licensed by the Bishop or Ordinary, pursuant to 23 Eliz. C. 1. § 6. 1 Jac. C. 4. § 9. and Can. 77; and for that Purpose shall bring a Nomination or Appointment under the Hand and Seal of the Person or Persons having Power to appoint; or a Certificate from the Minister and Church-Wardens of his having been duly elected, and a Letter Testimonial of his Life and Behaviour pursuant to the 77th Canon; and in the Presence of the Bishop or his Commissary shall subscribe to the first and third Articles, and to the two first Clauses of the second Article which are contained in the 36th Canon, pursuant to Canon 77; shall make and subscribe the Declaration of Conformity according to 13, 14 Car. II. C. 4. and shall take Oaths of Allegiance and Supremacy pursuant to 5 Eliz. C. 1. § 5. and 1 W. and M. Sess. 1. C. 8.

Every School-Master shall exhibit his License at Visitations Can. 136, and take the Oath of Abjuration, &c. within three Months after he is licensed, in one of the Courts of *Westminster-Hall*, or at the Quarter-Sessions of the County, City, or Place where he shall reside, according to 1 Geo. I. Stat. 2. C. 13.

### Form of a Letter Testimonial for Institution, or a License to serve a Cure.

*To the Right Reverend Father in God, SHUTE, by Divine Permission, Lord Bishop of Landaff.*

WHEREAS A. B. Clerk, hath notified to us that he is presented to the Rectory of C. within your Lordship's Diocese and Jurisdiction, and for that End hath desired of us a Letter Testimonial of his Life and Behaviour: We therefore whose Names are under-written, do testify and declare from our personal Knowledge of the Life and Behaviour of the Reverend Mr. \_\_\_\_\_ for the Space of three Years last past, that he hath during that Time, lived piously, soberly, and honestly, nor hath he at any Time (as far as we know or believe) written, taught, or held any Thing contrary to the Doctrine or Discipline of the Church of *England*: and, moreover, we think him worthy of the said Benefice (or Cure). In Witness whereof we have hereunto set our Hands, this \_\_\_\_\_ Day of \_\_\_\_\_ in the Year \_\_\_\_\_ of our Lord.

Trusting that these Directions will be of Use to you, and that you will carefully observe them, I remain,

GENTLEMEN,

Your sincere Friend and Brother,

S. LANDAFF.